



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.co.washoe.nv.us

CM/ACM KS
Finance LC
DA NA
Risk Mgt. NA
HR NA
Grant Mgt. GE

STAFF REPORT

BOARD MEETING DATE: October 28, 2014

DATE: September 25, 2014
TO: Board of County Commissioners
FROM: Renee Romero, Director 775-328-2815, rromero@washoecounty.us
THROUGH: Michael Haley, Sheriff *Michael Haley for Sheriff Haley*
SUBJECT: Approve a grant award from the State of Nevada, Department of Public Safety, Office of Criminal Justice Assistance (OCJA) 2014 Paul Coverdell Forensic Science Improvement (FSI) grant, in the amount of [\$18,000.00, no County match required] to provide travel and training for staff; grant period is retroactive to 10/1/14 through 9/30/15; and if approved authorize Comptroller's Office to make necessary budget adjustments. (All Commission Districts)

SUMMARY

Office of Criminal Justice Assistance has awarded the Washoe County Sheriff's Office these funds to cover travel and training expenses for Crime Lab staff. Grant letter was received in late September and submitted to the first available BCC meeting.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

None.

BACKGROUND

The Washoe County Sheriff's Office Forensic Science Division will utilize these funds to pay for travel and training for crime lab staff.

AGENDA ITEM # 1461

GRANT AWARD SUMMARY

Project/Program Name: 2014 Paul Coverdell Forensic Science Improvement (FSI) grant

Scope of the Project: Provide funds for travel and training for crime lab staff.

Benefit to Washoe County Residents: Increased training and expertise for lab staff

On-Going Program Support: N/A

Award Amount: \$18,000.00

Grant Period: 10/1/14-9/30/15

Funding Source: National Institute of Justice (NIJ)

Pass through From: Office of Criminal Justice Assistance (OCJA)

CFDA Number: 16.742

Grant ID Number: 14-FSI-02

Match Amount and Type: None

Indirect Cost Rate (applicable to the award): N/A

Grant's recoverable indirect cost rate:

- ☐ Indirect costs are fully recoverable
- ☒ Sponsor does not allow for indirect cost recovery
- ☐ Sponsor has limited indirect cost recovery at ___ %
- ☐ Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: See special conditions included in award documents.

Sub-Awards and Contracts: NONE

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$18,000.00 in both revenues and expenditures in the following accounts:

INCREASE REVENUES:

11209 - 431100 (2014 Coverdell Training -Federal Grants)	\$18,000.00
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INCREASE EXPENDITURES:

11209 – 711210 (2014 Coverdell Training - Travel)	\$11,760.00
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11209 – 710509 (2014 Coverdell Training - seminars and meetings)	\$ 6,240.00
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No match required. Grant is on a reimbursement basis.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve a grant award from the State of Nevada, Department of Public Safety, Office of Criminal Justice Assistance (OCJA) 2014 Paul Coverdell Forensic Science Improvement (FSI) grant, in the amount of [\$18,000.00, no County match required] to provide travel and training for staff; grant period is retroactive to 10/1/14 through 9/30/15; and if approved authorize Comptroller's Office to make necessary budget adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: move to approve a grant award from the State of Nevada, Department of Public Safety, Office of Criminal Justice Assistance (OCJA) 2014 Paul Coverdell Forensic Science Improvement (FSI) grant, in the amount of [\$18,000.00, no County match required] to provide travel and training for staff; grant period is retroactive to 10/1/14 through 9/30/15; and if approved authorize Comptroller's Office to make necessary budget adjustments.

Brian Sandoval
Governor



James M. Wright
Director

Jackie Muth
Deputy Director

Charise Whitt
OCJA Administrator

Office of Criminal Justice Assistance

1535 Hot Springs Rd. #10
Carson City, NV 89706
Telephone (775) 687-3700 • Fax (775) 687-4171
www.ocj.nv.gov

September 22, 2014

Mike Haley, Sheriff
Washoe County Sheriff's Office
911 Parr Boulevard
Reno, NV 89512

Re: Paul Coverdell Forensic Science Improvement Grant Award– #14-FSI-02
Crime Lab Training

Dear Sheriff Haley:

Congratulations! The Office of Criminal Justice Assistance (OCJA) is pleased to inform you that your application for Paul Coverdell Forensic Science Improvement (FSI) funding for the WCSO Crime Lab Training Project has been approved in the federal amount of **\$18,000.00**. This grant does not require a cash match. The assigned grant number for your project is 14-FSI-02. Please refer to the grant number on all documents pertaining to this project including e-mail transmissions. The CFDA number for this grant is 16.742.

Enclosed are the following documents:

- Two grant awards - please sign and date both copies and return **ONLY ONE** copy to our office.
- Program Assurances
- Financial Assurances
- 2014 Coverdell Special Conditions
- Certification of Civil Rights Requirements
- Reports Due Log Sheet (**please keep and update this in your grant files**)
- A statement of sub-grant audit arrangements

The financial assurances must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate. All other forms may be signed by the Project Director.

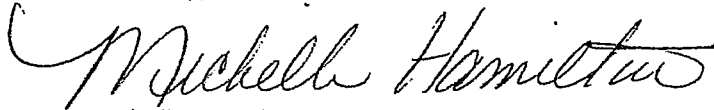
Be sure to download a current copy of the Project Director & Financial Manager's Administrative Manual with a revision date of January 2013 available on the OCJA website:

<http://www.ocj.nv.gov>. All of the OCJA forms needed to manage your grant project are also available on the website, or I can send them to you as needed. OCJA requires submission of monthly financial claim forms as well as written Quarterly Progress Reports, which are due to OCJA by the 20th day of the month following the end of each quarter. The Coverdell Progress Report requires reporting on the performance measures identified under the special conditions attachment. Should your project require any changes during the project period, please complete a change request form with justification and submit it to our office.

As your program manager, I will be happy to discuss the implementation of the project, the submission of financial claims or reporting requirements. If you have any questions regarding this award, any of the enclosures, or future issues, please contact me at (775) 687-3700 x 1 or e-mail me at mhamilton@dps.state.nv.us.

I look forward to working with you during the upcoming grant year.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Hamilton". The signature is written in black ink and is positioned above the printed name and title.

Michelle Hamilton
Grants and Projects Analyst II
Office of Criminal Justice Assistance

enc.

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

2014 Paul Coverdell Forensic Science Improvement (FSI)

Grant Award

SUBGRANTEE:	Washoe County Sheriff's Office Forensic Science Division	PROJECT NUMBER:	14-FSI-02
ADDRESS:	911 Parr Blvd. Reno, NV 89512	FEDERAL GRANT FUNDS:	\$ 18,000.00
PROJECT TITLE:	WCSO Crime Lab Training	MATCHING FUNDS:	Not required
GRANT PERIOD	October 1, 2014 – September 30, 2015	TOTAL:	\$18,000.00

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$0.00
Travel	\$11,760.00
Equipment	\$0.00
Supplies/Operating	\$ 0.00
Construction	\$0.00
Consultants/Contracts	\$0.00
Other	\$6,240.00
Total	\$ 18,000.00

This award is subject to the requirements (General and Fiscal Conditions, including General Operating Policies) established by the Office of Criminal Justice Assistance, Nevada Department of Public Safety.

☒ **SPECIAL CONDITIONS:** This project is subject to such conditions or limitations as set forth on the attached page(s).

AGENCY APPROVAL

Charise Whitt
Administrator

SUB-GRANTEE ACCEPTANCE

Mike Haley, Sheriff
Washoe County Sheriff's Office

X *Charise Whitt* 9-22-14

X

Signature of Approving Official

Date:

Signature of Approving Official

Date:

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

2014 Paul Coverdell Forensic Science Improvement (FSI)

Grant Award

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AGENCY APPROVAL

Charise Whitt
Administrator

SUB-GRANTEE ACCEPTANCE

Mike Haley, Sheriff
Washoe County Sheriff's Office

X *Charise Whitt* 9-22-14

X

Signature of Approving Official

Date:

Signature of Approving Official

Date:

**Office of Criminal Justice Assistance
Program Assurances**

The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A quarterly program report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form no later than 20 days following the close of each quarter of the grant period. Late reports, unless approved by OCJA, will delay reimbursement. Forms are available at:
<http://www.ocj.nv.gov/ocj/Forms.htm>.
2. The final program report must be submitted to OCJA no later than 20 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when it has determined the grantee has failed to comply with the conditions of the grant award.
4. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**. Contact at OCJA for desired wording.
5. The grantee/sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this agreement by grantee/sub-grantee or its agents or employees.
6. The grantee/sub-grantee acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.

Name: Mike Haley Title: Sheriff
Signature: _____ Date: _____

This document must be signed by the Sheriff/ Police Chief/ County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

Office of Criminal Justice Assistance Financial Assurances

The sub-grantee hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A monthly financial report shall be submitted to the Office of Criminal Justice Assistance (OCJA) no later than 30 days following the close of each month of the grant period. Financial reports (claims) must be submitted on the approved form available on the OCJA web page <http://www.ocj.nv.gov>.
2. The **final** financial claim form must be submitted to OCJA no later than 25 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Grantee/Sub-grantee understands that, except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.
4. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award **will not be approved**. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between budget categories during the last 60 days of the grant period expressly to purchase equipment items not previously authorized in the grant award **will not be approved**.
5. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
6. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/subgrantee has failed to comply with the conditions of the grant award.
7. Financial management must comply with the requirements of OMB Circulars A-102 or A-110; whichever is applicable to your organization, and which are incorporated into this agreement by reference.
8. All grant expenditures are to be reasonable and allowable in accordance with OMB Circular A-21, A-87, or A-122, whichever is applicable to your organization and which are incorporated into this agreement by reference.

9. Grantee/sub-grantee shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and OMB Circular A-133, which is incorporated into this agreement by reference to include the required submission of the most recent annual independent audit, as prescribed in sections 310 and 315 and section 320, paragraph f.
10. Required documentation for the performance of internal audits must be provided upon OCJA request within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.

Name: _____ Title: _____

Signature: _____ Date: _____

This document must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

Links to all OMB circulars referenced above are available on the OCJA web page at <http://www.ocj.nv.gov> – under Grant and Federal Resources- OMB Circulars.

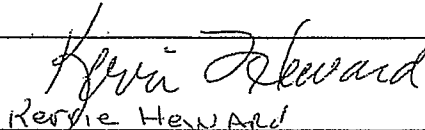
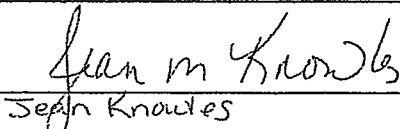
point the recipient shall submit the required information as to any period not covered by prior reports as part of its final report. The recipient understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely manner.

The following is a list of errors which cause reports to be returned for corrections:

- * Reporting percentages instead of whole numbers.
- * Math calculation errors.
- * Reporting incorrect responses.
- * Report number of backlogged cases, when measure refers to number of days
- * Reporting "N/A".
- * Even if no grant activity occurred, the number of days and number of backlogged cases can still be reported; "0" is a valid response.
- * Reporting data only in attachments to the progress report, and not in the GMS form.
- * Reporting measures over the lifetime of the grant period, not the reporting period.
- * Inconsistent reporting among sub-recipients across all measures.
- * Data listed by sub-recipient, yet not all sub-recipients included for all measures
- * Reporting the "average" number of days as a range.
- * Incomplete data for some measures.
- * Report backlog at end of the reporting period, but did not report backlog at the beginning of the reporting period
- * Reporting as a narrative response with no data (i.e. Grantee reduced backlog with Coverdell funds)

Special Condition: Coverdell Final Report

The recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report will include the following: (1) a summary and assessment of the program carried out with the fiscal year 2012 grant, which shall include a comparison of pre-grant and post-grant forensic science capabilities (and shall cite the specific improvements in quality and/or timeliness of forensic science or medical examiner services); (2) the average number of days between submission of a sample to a forensic science laboratory or forensic science laboratory system in that State operated by the State or by a unit of local government and the delivery of test results to the requesting office or agency; and (3) an identification of the number and type of cases currently accepted by the forensic science laboratory or forensic science laboratory system. The recipient is required to collect data necessary for this report. This report is due no later than 60 days following the close of the award period or the expiration of any extension periods.

Project Director Signature:	 Kervie Howard	Date:	09/24/14
Project Contact Signature:	 Sean Knowles	Date:	9/24/14

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

Office of Criminal Justice Assistance

2014 Coverdell Special Condition Set

Special Condition: Performance Measures

The information below shows reporting requirements; please note these prior to starting your grant project(s). If no grant activity has occurred during the report period, please do not list "N/A"; "0" is an appropriate response for questions where no activity has occurred during the reporting period. The report data only applies to the report period not the lifetime of the project.

Required report data:

1. Average number of days to process a sample at the beginning of the grant period (this number should remain the same throughout the grant period)
2. Average number of days to process a sample at the end of the grant period.
3. Number of backlogged cases at the beginning of the grant period (this number should remain the same throughout the grant period)
4. Number of backlogged cases at the end of the grant period.
5. Number of forensic science personnel attending training.
6. Number of medical examiner personnel attending training programs

Special Condition: Report with respect to Allegations of Serious Negligence or Misconduct

The recipient acknowledges, that, as stated in the solicitation for the FY 2014 Paul Coverdell Forensic Science Improvement Grants Program, NIJ assumes that recipients (and subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entity (or entities) identified in the grant application. The recipient shall submit the following information as part of its final report:

1. The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award;
2. Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral);
3. The outcome of such referrals (if known as of the date of the report); and
4. If any such allegations were not referred, the reason(s) for the non-referral.

Should the project period for this award be extended, the recipient shall submit the above information as to the first twelve months of the award as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-annual progress report) until the close of the award period, at which

Certification of Civil Rights Requirements Acknowledgement And Liaison Designee

Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) within 30 days of receiving OCJA'S grant award package.

Name of Liaison: <i>Jean Knowles</i>	Agency/Organization: <i>Washoe County Sheriffs ofc</i>
<p>With my signature below, as the Civil Rights Liaison for the above Agency/Organization, I certify that:</p> <ol style="list-style-type: none">1. the Agency/Organization is aware that, in accordance with federal law, OCJA will audit and monitor compliance with federal civil rights requirements;2. I read the information located on the federal Office of Civil Rights webpage, http://ojp.gov/about/ocr/sample_documentation.htm regarding the Sample Civil Rights Compliance Checklist;3. By checking the list of training segments below, I viewed the required and applicable civil rights training segments completing the self-tests found on the federal Office of Civil Rights webpage http://ojp.gov/about/ocr/assistance.htm.	
<p>Required Training Segments for ALL Subrecipients:</p> <p>Viewing the following three training segments and completion of the respective self-tests is a requirement for all agencies receiving grant funds from OCJA.</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Overview of the Office for Civil Rights and Laws Enforced and self-test.<input checked="" type="checkbox"/> Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient Person and Self-test.<input checked="" type="checkbox"/> Standard Assurances and How the Office for Civil Rights Enforce Civil Rights Laws and Self-test. <p>Additional required segments and Self-test for FAITH-BASED Subrecipients:</p> <p><i>N/A</i> <input type="checkbox"/> Civil Rights Laws that Affect Funded Faith-Based Organizations.</p> <p>Additional required segments and Self-test for TRIBAL Subrecipients:</p> <p><i>N/A</i> <input type="checkbox"/> Civil rights Protections for American Indians in Programs funded by DOJ and Obligations of Funded Indian Tribes.</p>	
Liaison Signature: <i>Jean M Knowles</i>	Date: <i>9/24/14</i>

Certification of Civil Rights Requirements Acknowledgement And
Liaison Designee

Contact Information for Liaison:

Name	Jeanie Knowles
Title	Grant Administrator
E-mail	JKnowles@washoecounty.us
Telephone	775 - 328 - 3013
Address	911 Parr Blvd Reno, NV 89512

Office of Criminal Justice Assistance
Reports Due Log Sheet

Grant Award #	14-FSI-02	Awarded Project Period:	10-01-2014 thru 09-30-2015
Project Title:	WSCO Crime Lab Training		

Reports Due	Due Date	Date Due	Notes
October Financial Claim	November 30th		
November Financial Claim	December 31th		
December Financial Claim	January 31 st		
October 1 – December 31	Quarterlies		
Narrative Quarterly Report	January 20th		
January Financial Claim	February 30 th		
February Financial Claim	March 31st		
March Financial Claim	April 30 st		
January 1 – March 31st	Quarterlies		
Narrative Quarterly Report	April 20 th		
April Financial Claim	May 30 th		
May Financial Claim	June 30 st		
June Financial Claim	July 31 th		
April 1 – June 30	Quarterlies		
Narrative Quarterly Report	July 21th		
July Financial Claim	August 31 th		
August Financial Claim	September 30 th		
September Financial Claim	October 31 th		
July 1 – September 31	Quarterlies		
Narrative Quarterly Report	October 20 th		
Oct 1- Sept 30 Final <u>Cumulative</u> Evaluation Report	December 20th (or otherwise requested by OCJA)		If grant period continues beyond one year time period, omit this report and continue with regularly schedule reporting.

Forms/grantawardforms/reportsrcvdlogsheet.doc

Unless otherwise specified, reporting requirements are as follows:

FORM	DUE DATE	NOTES
Monthly Financial Claim	Due within 30 days after the close of each month. Whether or not actions or expenditures have taken place. Final Financial Claim is due within 25 days.	Submitted to draw funds for reimbursement of expenditures. Should include equipment record form, if any purchased.
Quarterly Stats/Narrative Report	Quarterly – to be completed by the 20 th of the month following the end of each quarter. See below for due dates.	Should include any significant press releases, copies of surveys, pre/post test evaluations if applicable.
Final Evaluation/Narrative/Data Report	45 days after the end of the final payment and/or project activity concludes	-Includes cumulative statistics for the year or project period. -Overall evaluation of the project, achievement of goals and objectives - Final inventory list and future intended use of equipment.
<u>Project Change Requests</u> Change in personnel **Budget Revision **Request for period extension **Change in scope	As soon as change is required, unless: for budget revision, period extension or change in scope, request is required prior to events.	Submit to your program manager as soon as possible for review and approval.
Equipment/Property Record	Within 30 days of equipment/property procurement	Should submit along with monthly financial form. Equipment may be reviewed upon monitoring visit.
**Transfer/Loss/Damage of Property Report	As soon as activity has been noted but no longer than 30 days after.	Contact program manager immediately if item is over \$ 5,000.

** Requires Prior Approval by OCJA

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Statement of Subgrant Audit Arrangements

Project Number:	14-FSI-02	CFDA # 16.742
Name of Agency:	Washoe County Sheriff's Office Forensic Science Division	
Address:	911 Parr Blvd. Reno, NV 89512	
Telephone:	775-328-3013	Fax Number: 775-328-6308
Financial Manager:	Jeanie Knowles	
Does your government entity expect to spend an aggregate total of \$300,000 in federal funds in this fiscal year? (Government entity is the entire city, county, state or tribal government)		
YES <input checked="" type="checkbox"/> (continue with form) NO <input type="checkbox"/> (stop here & sign at bottom)		
Name of Auditor/Firm:	Kafaury Armstrong	
Auditor or Firm Address:	6140 Plumas St Reno NV 89509	
Contact Person	Felicia O'Carroll	Telephone: 775-689-9100
Indicate anticipated date audit reports will be sent to OCJA		
Provide date for copy of audited financial statement:	10/28/13	
Signed by:	_____ (authorized official)	
Title:	Sheriff	Date: _____
Form No. NCA-009 Revised 2/99		

RETURN THIS FORM TO
DPS Office of Criminal Justice Assistance
1535 Old Hot Springs Road Ste 10
Carson City, NV 89706